

Job Vacancy Announcement

American Embassy – Lome

No.: 12HR-08

May 16, 2012

TO: All employees, all Agencies

Open to: All interested Candidates
Position: Procurement Clerk, FSN-6 (FP-08, AEFM only)
Opening Date: May 18, 2012
Closing Date: June 1, 2012
Work Hours: Full-time; 40 hours/week

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Lome is seeking individuals for the position of Procurement Clerk, in the General Services Section.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

BASIC FUNCTION OF POSITION

The incumbent serves as Procurement Clerk for US Government agencies in Lome. Areas of expertise and responsibilities in procurement include purchase of technical equipment, computer equipment, copiers, furniture, appliances, furnishings and supplies. Procurement actions may exceed one million dollars per year.

The major duties and responsibilities are pasted just after the signature (page 4).

Qualifications Required

1. Education: Completion of Secondary School is required.
2. Work experience: A minimum of two years experience in the clerical field is required.
3. Language: Level III (good working knowledge) English and Level IV (fluent) French ability are required *English language will be tested.*
4. Knowledge: Must have knowledge of procurement resources, standard office procedures and public relations. Should be familiar with funding sources and accounting procedures.

5. Skills: Must be computer literate, conversant with spreadsheets applications.

Selection Process

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

To Apply

Before applying, please make sure you carefully read the application instructions on the website.

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **and**
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit Application to All application documents must be scanned (PDF file) and submit to: HROLome@state.gov

Closing date for the position: June 1, 2012

The U.S. Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Mark Nichols
A/Management Officer

Duties and Responsibilities

A. Purchase request management and preparation

1. Reviews daily request for procurement received from throughout the embassy. Takes initiative to evaluate needs and determine or confirm source of supply through knowledge of local and overseas markets. Prepares Government cost estimates in accordance with Federal Acquisition Regulations. Contacts vendors to negotiate price specification, quantity and delivery terms to ensure advantageous terms for the Government
2. Writes requests for quotation and purchase orders to include requirements of Federal Acquisition Regulations such as description of goods and minimum specifications required, quantities, price, delivery terms, funding source, request references, invoicing instructions and contract clauses. Confers with experts in writing of technical specifications. Obtains GSO and FMO authorizations as appropriate.
3. Maintains an extensive physical library of supply sources in Togo and overseas. Applies USG regulations to the selection of contractors including GSA contracting procedures. Verifies decisions by checking regulations on most recent version of INFO REGS CD ROM.

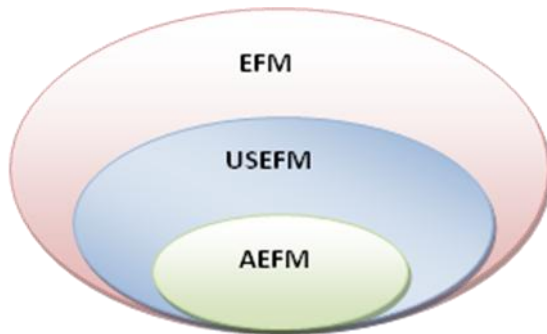
B) Procurement funding

1. Manages the flow of purchase orders and contracts throughout the procurement process for application of fund cite on behalf of all agencies at post, tracking movements by logbook for prompt handling. Liaises with contractors to assure prompt delivery or pick up of goods and services which may include delivery to specified sites or preparation and sending by diplomatic pouch, hand delivery, or parcel post.
2. Processes purchase order payments, including rectification of errors in invoicing, photocopying, and review and preparation of documents for Receiving Officer approval. Responds to vendor payment inquiries. Develops and maintains accounts records to track levels of funding and completion of payment.

C) Contacts, office operations & contracting

1. Maintains organized purchase order and payment files in accordance with regulations and Departmental provided purchase order files. Maintains automated ordering data by agency, manual contractor and source contact cards, as well as ordering and performance histories by source. Tracks and rectifies delayed and lost item deliveries, as required.
2. Visits area vendors as required to maintain favorable relations and coordinate delivery of goods.
Receives sorts, distributes and responds to daily mail.
3. Tracks status of orders and deliveries. Solves ordering problems with vendors, shipping agencies and recipients.
4. Prepares quarterly procurement competition reports for U.S. Congress as dictated by the Office of the Procurement Executive.

Appendix A Definitions



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References